



## **600.15 Security and Storage of Inmate Records**

Number Series: 600 - Corrections Division  
Approved Date: May 28, 2018  
Review Due Date: May 28, 2019

Sheriff's Approval: Digital  
Review Frequency: Annually

---

### **600.15-1 Policy**

The Hendry County Sheriff's Office shall establish a system to govern case record management, including at a minimum the following areas: establishment, use and content of inmate records, right to privacy, secure placement and preservation of records. The Hendry County Sheriff's Office shall adhere to Florida law regarding destruction of inactive records. Policies and procedures relating to records shall be reviewed annually.

### **600.15-2 Inmate Arrest and Custody Records**

- I. Establishment of inmate arrest records is initiated by the Booking Deputy during the admissions process and is completed and maintained by the Records Bureau. Custody records are used to ensure that inmates are properly committed, property is correctly managed, and that a record of major events while in custody is maintained.
- II. Custody records are established by the Classification Office following completion of the classification and assessment process. These records are maintained in the Classification Office and used to make classification decisions, housing and program assignments.

### **600.15-3 Content**

- I. Inmate arrest records contain booking affidavits, fingerprint and photograph, court documents, and property receipts.
- II. Inmate custody records contain classification decisions, incident reports, disciplinary actions, grievances, reports of crimes committed while in custody, program participation, and work release information, if applicable.

### **600.15-4 Records Accountability**

- I. Inmate records shall be directly supervised and controlled by Records Bureau members involved in the processing and maintenance of these records.
- II. Inmate records will be removed only by authorized persons on a "need-to-know" basis. Other related agencies may obtain information from the records, but may not physically remove them.

- III. Files leaving the Records Bureau will be signed out prior to removal and signed in upon return. Assigned Records Bureau staff will monitor signed-out records and assure their timely return.

#### **600.15-5 Records Disposition**

- I. Following the release of an inmate, the custody and arrest files will be consolidated. The Jail Classification Office will forward all information in the custody file to the Records Bureau to be combined with the inmate arrest file.
- II. Minimum records retention periods and authorized records destruction will be in accordance with Florida law governing public records.

#### **REFERENCES**

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

600.00 Table of Content